

## DPW HELPING HAND NEIGHBORHOOD CLEAN-UP APPLICATION FORM – APPROVAL # \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Sponsor/Coordinator Name/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone # Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Telephone # Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_

Services/Materials Needed (Please indicate number needed) \_\_\_\_\_ tool kit(s) \_\_\_\_\_ trash bag

**\*\*\*ABSOLUTELY NO BULK COLLECTION\*\*\***  
**Collection point (Limit 3 locations) BAGGED trash only.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### FOR TOOL KIT (S) DELIVERY ONLY:

Deliver tool kit(s) to: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Delivery Preference: Day/Time \_\_\_\_\_ (No Evening Deliveries)

### FOR DPW USE ONLY

Delivered by: \_\_\_\_\_ to: \_\_\_\_\_ Date: \_\_\_\_\_

Returned to: \_\_\_\_\_ to: \_\_\_\_\_ Date: \_\_\_\_\_

Check Received Yes No Check Returned Yes No

Complete tool kit(s) ( ) yes ( ) no

If no, what was damaged or not returned?

\_\_\_\_\_  
\_\_\_\_\_

Designated tool kit(s) person's signature: \_\_\_\_\_

**Waiver:** I have read and fully understand the DPW Helping Hand Program policy. I understand that all participants in my organization are volunteers and I am responsible for each participant's behavior. In consideration of my acceptance as a participant in the Helping Hand Program, I agree to release the Department of Public Works and all sponsors of any and all claims which may arise as a result of any expenses, personal injuries, loss or damage incurred by my organization group. I understand that an adult will accompany any volunteer under the age of 21. I further agree that any items in the tool kit(s) if lost or damaged will be paid for or replaced by articles of equal value.

initials of Coordinator

Date:

Solid Waste Management Administration-Solid Waste Education & Enforcement Program

Thank-you for coordinating a Helping Hand Neighborhood Clean-Up. This program is used in collaboration between District Government and Neighboring Communities. These instructions provide general guidelines about the Helping Hand Program, and information required to complete the application process.

**Submit Helping Hand Application Forms:**

Application forms must be received at least (2) weeks in advance of a scheduled clean-up event **NO EXCEPTIONS**. The application may be sent by mail to 3220 Pennsylvania Ave. SE Washington, DC 20019 or via fax (202) 645-5066. The Department of Public Works (DPW) will only provide services for an event that has been confirmed by the SWEEP office. SWEEP inspectors will deliver tools, help organize the clean up and provide technical support.

**Designate Contact Person:**

Application forms must include the name, address and phone number(s) of the designated Contact Person. The contact person is responsible for (a) overall coordination of clean-up event and communication with DPW Helping Hands program staff: (b) receiving and retaining tools loaned by the Department of Public Works, as well as securing the \$20.00 deposit for each tool kit(s), (c) ensuring that all trash generated at the event is placed at no more than three locations for collection by the Department of Public Works and (d) informing the SWEEP office by calling 202 645-7190 no later than 3pm the day before your event, if you are cancelling your event, any cancellations confirmed after 3pm, call 202 359-0635.

**Identify Locations for DPW Collection:**

The bags of trash collected during the clean up must be placed at no more than three (3) pre-designated pick-up points. All scheduled clean ups should be completed by 1:00pm the day of clean-up to ensure trash pick up for that day. Any scheduled clean ups concluding after 2:00pm will in most cases be picked up the next day. (Sunday) There will be no trash pick-up for unscheduled clean-ups Saturday or Sunday. Uncollected trash will be picked up between Monday and Wednesday.

**NO EXCEPTIONS!!!**

**Tool Kits:**

The Department of Public Works will loan your group tools to assist your clean-up efforts. Each tool kit contains: 5 rakes, 5 brooms, 2 shovels and 20 trash bags. Tool kits will not be broken up. A \$20.00 deposit is required for all tool kits loaned under the Helping Hand Program. Checks or money orders should be made payable to the DC Treasurer. Refunds will be made after all tools are returned in good condition. Lost equipment must be paid for or replaced by articles of equal value.

What is collected by the Department of Public Works?

1. Only trash in bags that have been provided by DPW or bundled debris at the designated point of collection.
2. Wood and tree limbs must be cut into four foot lengths, no wider than 6" in diameter weighing no more than 60 lbs. each.
3. Absolutely **NO BULK** will be collected (furniture, appliances, construction debris). For information on how to dispose of such materials, please call the Sanitation Information Center at (202) 727-1000.
4. Trash pick-up for neighborhood clean-ups only. Special, major or minor events (block parties, gospel feast, etc.) must be coordinated through Special Events Coordinator at (202) 727-6161.

**If you have any questions about the Helping Hand Program, please call**

**us  
at  
(202) 645-7190**